

**Notification Of Employment/Termination/Verification Of Magistrate,  
Juvenile Magistrate, Small Claims Referee, Commissioner, Or Other Referee**

*To be submitted pursuant to the Division of State Court Administration Indiana  
Administrative Rule 5(C)(3) upon the hiring and termination of a judicial officer.*

I, \_\_\_\_\_, Judge of the \_\_\_\_\_ Court, hereby affirm that I hereby  
(check applicable): ☐ appoint ☐ report termination ☐ verify ongoing employment of:

|                         |
|-------------------------|
| Name:                   |
| Home Address:           |
| Home Telephone:         |
| Business Address:       |
| Business Telephone:     |
| E-mail:                 |
| Social Security Number: |

To/from the position of (check one of the following):

- |   |  |
|---|--|
| <input type="checkbox"/> Magistrate                 | <input type="checkbox"/> Other Referee – not paid by state funds |
| <input type="checkbox"/> Juvenile Magistrate        | <input type="checkbox"/> Commissioner – not paid by state funds  |
| <input type="checkbox"/> Small Claims Court Referee |  |

Identify specific court(s) in which the judicial officer will be serving \_\_\_\_\_  
\_\_\_\_\_

The position is: ☐ full-time ☐ part-time

The above-noted individual was (check one of the following):

- ☐ appointed to begin service  
☐ terminated from employment

effective \_\_\_\_\_ (date). I affirm that such person is entitled to compensation as  
provided by law, based on the information provided above.

If this is a Notice of Appointment, I acknowledge that I will notify the Division of State Court  
Administration upon the employee's termination or other change of status.

\_\_\_\_\_  
Signature of Judge

\_\_\_\_\_  
Date

\_\_\_\_\_  
Typed or Printed Name

Please complete and return **(DO NOT FAX)** this original, signed form, at least two weeks before  
commencement or termination of employment to:

**Division of State Court Administration  
Attention: Payroll Section  
115 West Washington Street, Suite 1080  
Indianapolis, IN 46204-3466**